

**Town of Warren
Planning Commission
Minutes of Meeting
Monday June 13, 2016**

Members Present: Dan Raddock, Alison Duckworth, Randy Graves, Jim Sanford, Mike Bridgewater, Camilla Behn and Mike Ketchel.

Others Present: Kevin Camara, Miron Malboeuf and Ruth Robbins.

Agenda: Call the meeting to order, 7:30 pm.

1. Opportunity for Public Comment 7:30 7:45
2. Warren Main St. Improvement Project, Kevin Camara LPM
3. Chapter 3. - Warren Town Plan, revised language (Draft)
4. Town Garage, Alternative Sites
5. List of topics for 2016 Town Plan update, topics listed to date:
 - a. Update of maps, CDM SMITH
 - b. Inclusionary language for green infrastructure
 - c. Update for the housing distribution plan.
6. Review & sign minutes May 23rd, 2016
7. Other & New business: Status of EV charging station

The meeting was called to order at 7:35 pm. There was no public comment.

The first item the PC addressed was the status of the search for a design/engineering team to fulfill the RFP. When the RFP had originally gone out, the response yielded no takers for reasons ranging from being too busy, not a good fit and a couple felt the budget cap was too limiting and too low for the scope of work. Mr. Camara reported to the Commission that he had investigated the possibility of increasing the budget for this phase of the project and was able to do so to the tune of a \$5,000 increase. He also told the PC that he had priced out the project and actually came up with almost the exact same number. He also noted that the addition of \$5,000 puts the budget closer to what the respondents to the RFP thought it should be. Mr. Camara asked the PC about whether or not they wanted to change the scope of work as that would also make the proposal more attractive with the increased budget. In discussion of the scope of work it became apparent that the scope of work was not what the PC expected and they asked Mr. Camara to make clarifications in the RFP. They also agreed that the date that the work to be done needed to be done should be earlier than the RFP stated and they moved it up to February 1, 2017. Mr. Camara told the Commission that the revised RFP would go out to two of the previous firms that indicated they might take a second look and that Mr. Schwartz at the MRVPD said he would look into finding some other, maybe smaller firms that would be appropriate for this kind of project to solicit.

The PC then spent the next almost ninety minutes going through the 33 pages of the Chapter 3 draft making what they hope will be final changes/corrections. The changes consisted of providing more clarity to the Commission's intent, updating statistical information, grammar or definition. There were a couple items that the PC wanted some input from the Conservation Commission and Ms. Duckworth said she would check on a statistic cited about the DeFreest Farm.

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The Planning Commission reviewed and signed the minutes of May 23rd. All other items on the agenda were tabled until a future meeting. The meeting was adjourned at 9:56 pm.

Respectfully Submitted,
Ruth V. Robbins
DRB/PC Assistant

Planning Commission

Mike Ketchel date

Mike Bridgewater date

Alison Duckworth date

Camilla Behn date

Dan Raddock date

Jim Sanford date

Randy Graves date